



*The King Conservation District is seeking a qualified candidate to perform as a*

## **Public Information Officer**

**Annual Salary:** \$51,546.33 to \$71,704.59 DOE – The District offers a comprehensive benefits package which includes medical, dental, and long term disability paid at 100% of the cost for the employee and an opportunity to participate in the State of Washington's Retirement System.

### **Position Overview**

This is an extraordinary opportunity for the right professional public relations/marketing profession. The person in this position will design and implement a communications and marketing strategy for the King Conservation District. The District serves all of King County and is located in Renton, Washington. In addition to promoting the District's numerous informational and educational programs, this employee will design a comprehensive outreach campaign for communicating with members of the community, elected officials, governmental representatives, and other professional conservationists throughout King County and the state.

This position reports directly to the Executive Director, works closely with the District's technical and professional staff, and the Board of Supervisors to identify and design the most effective mechanisms for communicating with internal and external customers.



### **Examples of job tasks include:**

- Designs and implements all marketing and media strategies for promoting current and new District programs, projects, and initiatives;
- Represent the District at press conferences and a wide range of professional meetings and public gatherings;
- Authors a wide range of written materials to include press releases, informational brochures, technical and professional fact sheets, articles and newsletters;

- Arranges and coordinates press releases, special meetings, informational sessions, and events that allow the Board of Supervisors and Executive Director to present information to, and gather input from the public;
- Oversee the develop and design of the District's website so community members can interact with the website to receive information, resources, and learn about the District's services;
- Design the District's newsletter and the various professionals printed materials to communicate conservation strategies and District services to internal and external customers using Microsoft XP and Adobe.

### **Qualifications**

- BA Degree in communications, public relations, or marketing;
- 3 years of progressively responsible experience in marketing, public relations, or communications;
- Strong written and verbal communication skills to include a wide range of writing techniques;
- Advanced professional knowledge of the principles and techniques about public information, public relations, and community outreach;
- Familiarity with privacy, public information and record retention laws, including the handling of information and communications of a confidential and sensitive nature are highly desirable;
- Must possess exceptional human relations and interpersonal skills and be able to interact and communicate with a very diversified customer population;
- Must possess the ability to facilitate informational and technical meetings and focus groups.

### **Additional Essential Functions**

- Work under tight deadlines, manage conflicting demands, and operate in an ever changing work environment
- Must be willing to work some weekends and an occasional evening
- Must be able to travel to various locations throughout the state and county
- Must be able to lift 50 pounds
- Must be willing to learn basic conservation concepts, programs, and techniques



## **To Apply**

Submit a resume and a letter of interest outlining your job skills and qualifications for the position as advertised to [jobs@kingcd.org](mailto:jobs@kingcd.org).

Closing date for submitting resumes and cover letters – **February 18, 2009**